

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Instructional Aide – Vision Impaired

DEFINITION:

Under general supervision of an itinerant teacher, provides specialized tutorial assistance to vision impaired (VI) students mainstreamed into regular classes; transcribes a wide variety of instructional materials into Braillewriter or other form of media; performs a variety of routine clerical duties for the vision impaired instructional program.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Orients and provides instructional assistance to individuals or small groups of VI students mainstreamed into regular classrooms.

Assists itinerant and classroom teachers with the implementation of Individualized Education Plans (IEP).

Tutors individuals and small groups of VI students.

Reinforces and explains teachers' lectures, instructions for completing assignments or projects.

Transcribes a wide variety of instructional materials into appropriate media for students such as, on Large Type typewriter, by hand, by photo-enlargement, by recording, on Braillewriter, or on computer.

Operates specialized equipment for VI students such as specially adapted computers and augmentative communication devices.

Assists students in locating and using educational materials and equipment such as computers.

Monitors and reviews progress of students with itinerant teacher and regular classroom teachers.

Assists itinerant teachers in the preparation of a variety of learning aids, and tutorial and instructional materials.

Contacts schools to request copies of current IEP's for students on itinerant caseload.

Performs a variety of routine clerical duties such as typing, filing, sorting, duplicating and logging and mailing information related to the VI program.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of a Library of Congress Certificate as a Braille Specialist is highly desirable.

In order to satisfy the paraprofessional requirements of the ESSA Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

EDUCATION AND EXPERIENCE:

In addition to meeting the ESSA requirement for employment detailed above, applicants must have a combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed below. An example of a typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English, and work experience in a school or other educational environment. Experience working with vision impaired individuals is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General elementary and high school academic subject areas such as math, science, and English

English pronunciation and grammar

Basic office methods, procedures and equipment including computers

ABILITY TO:

Communicate effectively orally and in writing

Operate specially adapted computers, augmentative communication devices and other specialized equipment used by VI students

Tutor individuals and small groups

Work effectively with students, teachers and staff

Accept, understand and relate to vision impaired students

Perform routine clerical duties such as record keeping, filing and mailing

Quickly learn to operate software associated with the instructional program.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor, classroom or office environment. Must be able to hear and speak to exchange information; see to read printed materials and computer screens; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally,

to retrieve and store files; lift light objects.

Must have the ability to travel to and from school/work sites as job requires, and the ability to provide own transportation to and from school and meeting sites.

Established	Approved by PC	Revised	FLSA Status	Salary Grade
05/2000		12/04, 12/06, 02/07, 12/15; 07/22	Non Exempt	38